

Date: August 20, 2007
To: All Law School Student Organizations
From: Janet Stearns, Dean of Students
Re: LAFAC (Law Activity Fee Allocation Committee)

It is important that all law school student organizations are aware of the purpose and procedures of the Law Activity Fee Allocation Committee. LAFAC's primary function is to allocate the unallocated portion of the law activity fees, which law students pay each semester with tuition.

During the school year, student organizations may request funds from LAFAC for special projects and events. Presentation of the request for funding to LAFAC must be made one week prior to the regularly scheduled LAFAC meeting and at least ten (10) days prior to the date of the event in order to be considered. Any request for funding received after the event will not be considered.

To begin the process, a requesting party must pick up a LAFAC Request for Funding Form from the Dean of Students Office, Room A212, and see Tensy Gimenez, LAFAC Coordinator.

The following are the Request for Funding Deadlines Dates and the Meeting Dates for the **Spring Semester 2008**.

Request for Funding Deadline Dates

January 15
January 29
February 12
February 26
March 18
April 1

Meeting Dates - (Room A110A, 12:30p.m.)

January 22
February 5
February 19
March 4
March 25
April 8

